



# Career Links

QUARTERLY NEWSLETTER

APRIL/MAY/JUNE 2010

## The New Resume Rules

Resume styles are changing. If you have solid skills and work experience but your resume isn't getting any bites, you might need to consider a resume makeover. Check out what's "in and out" below to help make your resume more cutting-edge.

**In:** A brief professional summary at the top of your resume.

**Out:** A very general objective statement.

**In:** Resumes that are easy on the eyes.

**Out:** Resumes that are "grey", with large chunks of unbroken text that require employers to slow down to read. Chances are they won't take the time.

**In:** A customized resume. Tailor every resume you send out according to the job you're seeking.

**Out:** A cookie-cutter approach, same resume for every job you apply for.

**In:** Selling yourself. The best way to do this is through focusing on your accomplishments. For an example: when describing what you did on a job, be sure to include the results.

**Out:** Not being your own best marketing and sales department.

**In:** Including your LinkedIn address in your resume header. Make sure it's a custom URL (these are free).

**Out:** Not being up to date with social networking.

Following these simple ins and outs will make your resume shine and help put your best foot forward when applying for jobs.

**Source:** [www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com)

### Inside this issue:

**Hot Occupations** 2

**Cover Letters** 2

**Youth Section** 3

**Featured Workshops** 4

## High Growth Occupation

### Surgical Technologist

#### Description & Tasks

- Manages files and records of surgical procedures.
- Maintains and restocks operating rooms with equipment and instruments according to instructions.
- Prepares dressings and bandages and applies/assists with application following surgery.

#### Skills Required

- **Monitoring** – assesses self, and others around to make improvements or take corrective actions.
- **Equipment Selection** — Determines tools and equipment needed for the procedure.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

#### Education

- Training requires associates degree and related on the job experience.

#### Employment Trend and Wages

*Average Wage — \$38,740*

*2008 Employment — 92,000*

*Projected Growth — 20% 2016 Forecast— 46,000 additional jobs*

Source: <http://online.onetcenter.org/>

## Don't Forget the Cover Letter!

Often times job seekers spend all their time and energy on their resumes that the cover letter gets overlooked. Job seekers sometimes forget that a carefully crafted cover letter gives you another chance to market yourself to an employer.

Job seekers should always customize the letter for each application. A great way to do this would be to include information from the job description, referencing company products, or information from their website.

In addition to providing this information, the letter must show a connection to what you have to offer and what they (the employers) need.



## 2010 E3

### Employ Engage Enrich

This year, WDC and its partners will provide summer employment opportunities for 100 to 150 Racine County youth aged 14 to 24. Applications will be accepted from youth seeking work experience and from employers wanting to host participants.

New this year is an intensive two-week summer school course delivered by Racine Unified School District to help youth learn the skills needed to be successful in the workplace. Students can earn 0.25 to 0.5 high school credits, and some may be able to earn up to 15 University of Wisconsin – Parkside continuing education credits. During the course work period, eligible participants will be paid a stipend.

Course work will be followed by six weeks of work experience and ongoing training in the areas of “green jobs” and construction work. During that period, eligible participants can earn \$7.25 to \$10.00 an hour.

Employers and youth interested in this year’s E3 program can log onto [www.wdc.racineco.com](http://www.wdc.racineco.com) to learn more and submit an application. Youth applications are also available at the Racine County Workforce Development Center, 1717 Taylor Avenue, Racine, WI or 380 McCanna Parkway, Burlington, WI. All participant and employer applications must be received by noon on Friday, May 14, 2010.



## Looking for a Job?

### Join the Workforce Development Center Orientation

Held every Monday

1:30 to 4:00 pm, Classroom C

(Racine Location Only)

#### **You will receive:**

- An overview of NO COST Services and Workshops available.
- Valuable information to assist with your job search.
- Assistance with registration on Job Center of Wisconsin.
- Overview of resume preparation and development.
- Website list for career sites and job search sites.
- Tour of the Workforce Development Center



Racine County Workforce  
Development Center  
1717 Taylor Avenue  
Racine, WI 53403

#### **Website:**

[www.wdc.racineco.com](http://www.wdc.racineco.com)

---

## National Career Readiness Certificate (NCRC)

Having trouble standing out from other job seekers? Consider taking the National Career Readiness Certificate (NCRC) assessment. This certification is based on the American College Testing (ACT) WorkKeys assessments. To earn this credential you must take three WorkKey assessments—Math, Reading for Information, and Locating Information. The certificate offers individuals, employers, and educators an easily understood and nationally valued credential certifying essential workplace skills.

#### **To learn more please contact us at 262-638-6429**

Racine County Workforce Development Center  
Career Development Center  
1717 Taylor Ave.  
Racine, WI 53403

---

## Workforce Development Center Closings

**Memorial Day — May, 31 2010**